Single Sign-On Registration

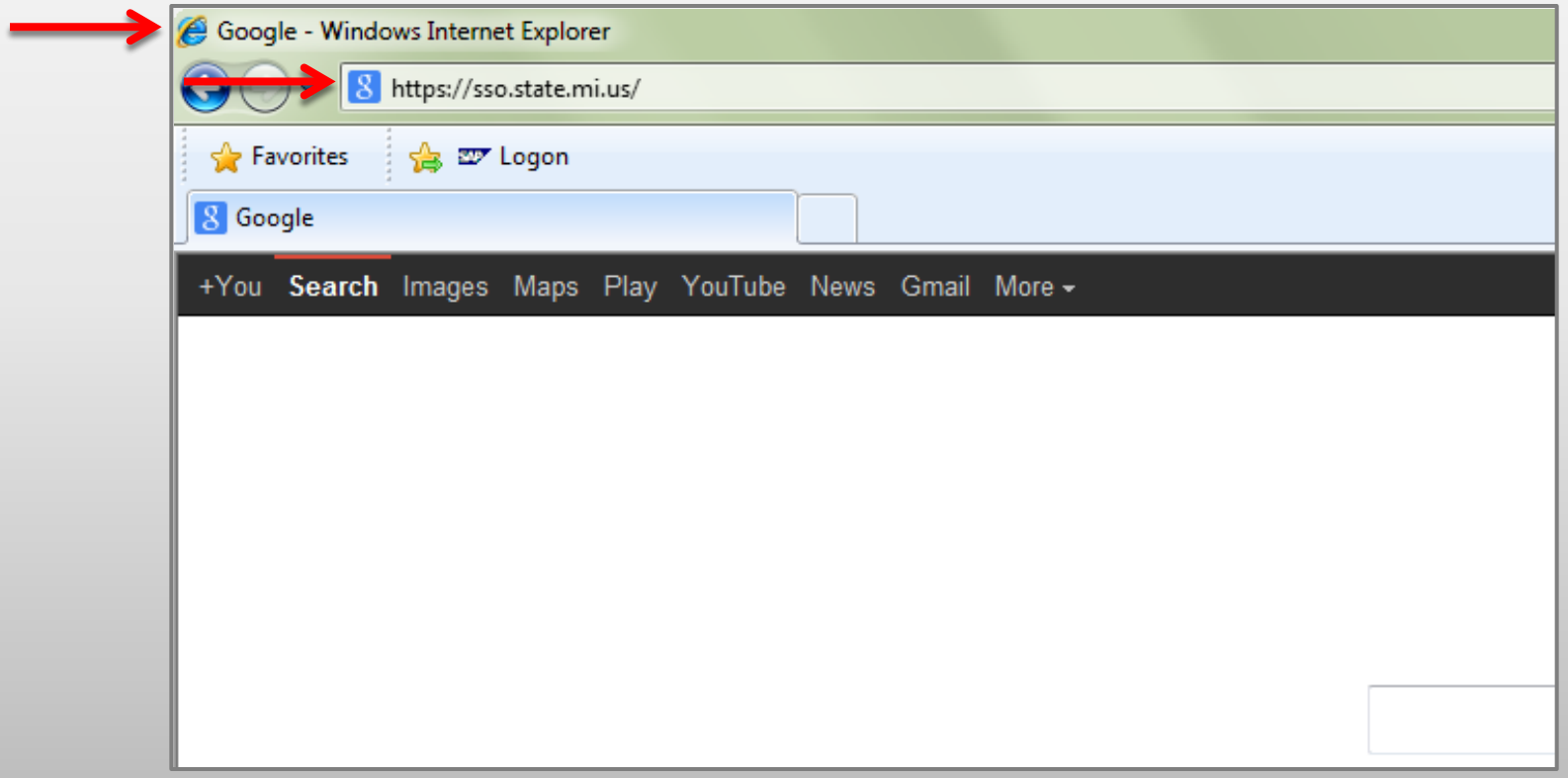
"Working to protect, preserve, and promote the health and safety of the people of Michigan by listening, communicating, and educating our providers, in order to effectively resolve issues and enable providers to find solutions within our industry. We are committed to establish customer trust and value by providing a quality experience the first time, every time."

-Provider Relations

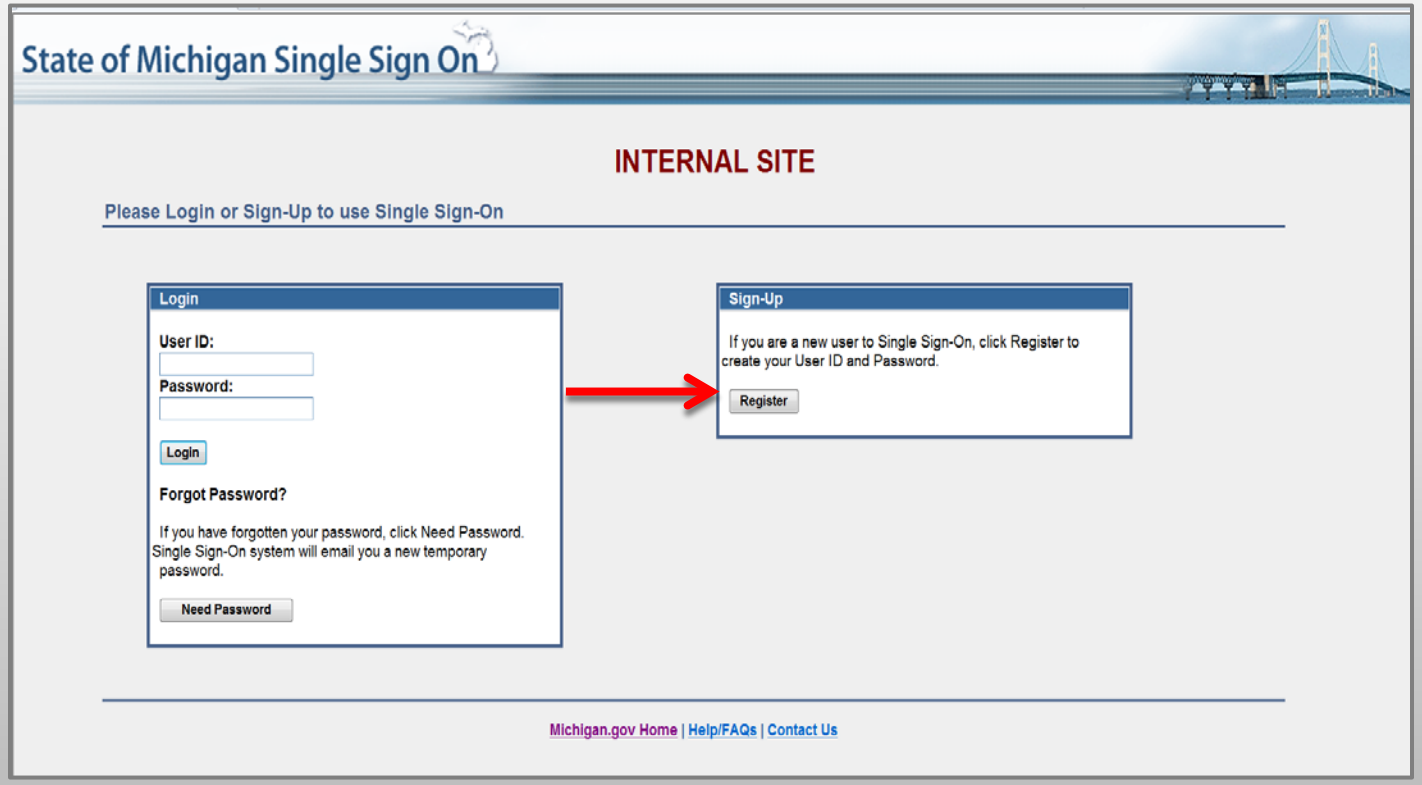
Registration Instructions for Single Sign-On (SSO)

- Create SSO User ID
- Create SSO Password
- Subscribing to CHAMPS
- Accessing CHAMPS

Step 1: Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.) and type **https://sso.state.mi.us/** into the search bar.



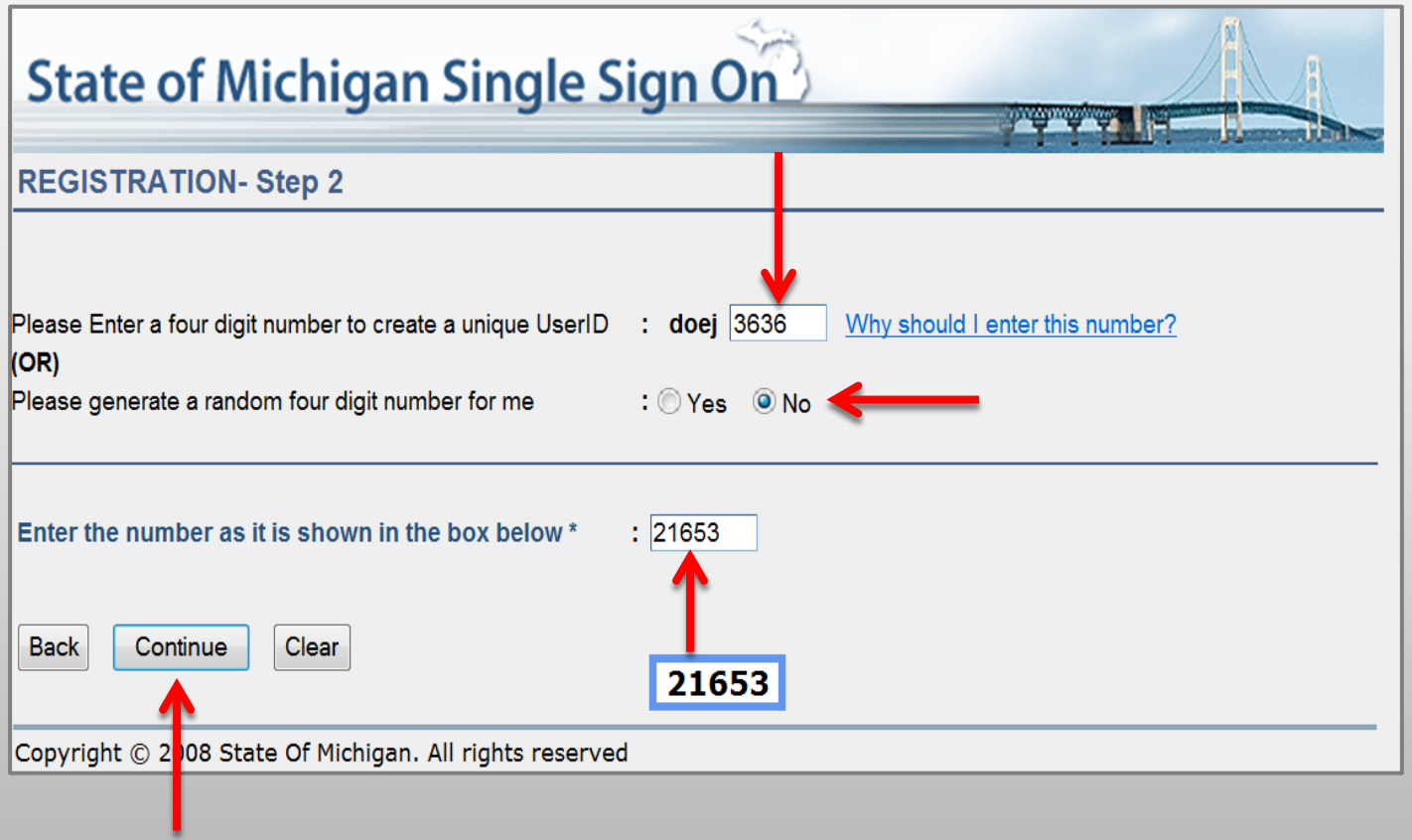
Step 2: Users must register a SSO User ID before gaining access to the site. Select the **Register** button from the State of Michigan Single Sign On page.



Step 3: Fill in the required information, indicated by the asterisk (*).
Make sure the email address is correct as your password will be sent there.†
Click **Continue**.

† If you currently do not have an email address, you can create one for free from a number of service providers. A simple internet search for “free email account” will display several options.

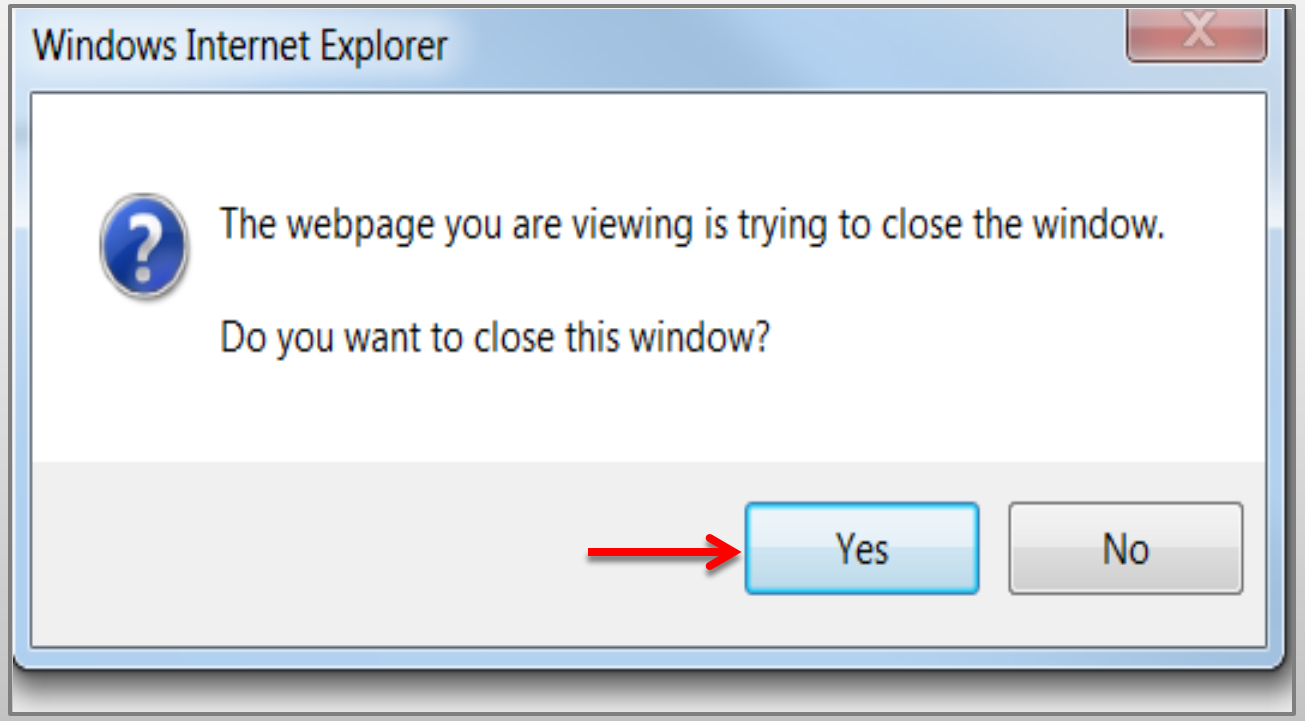
Step 4: Enter a four digit number, or click to allow the system to generate one for you. Type the number in the blue box above in the empty white box (this is a security measure).
Click **Continue**.



Step 5: You will receive a confirmation page as shown below. The data you entered is displayed for review before the data is submitted to the SSO system.
If corrections need to be made, click **Back** and make corrections.
If the information is correct, click **Submit**.

Step 6: Once the below screen appears, the registration is complete. Click **Close** button.

Step 7: A dialog box identical to the one below will appear.
For security purposes, Internet Explorer must be closed.
Click **yes.**



Step 8: An email will be sent to the email address you supplied in the registration process. Check that email for a message from SSO that includes your **User ID** and **Temporary Password**.

***NOTE: You will only have **48 hours** to use the temporary password before it expires.

***NOTE: You may need to check your **Junk Mail** folder as sometimes this email will be sent there instead of your inbox. Please make sure your email will allow you to receive emails from **SSO_TESTAdministrator@michigan.gov.**

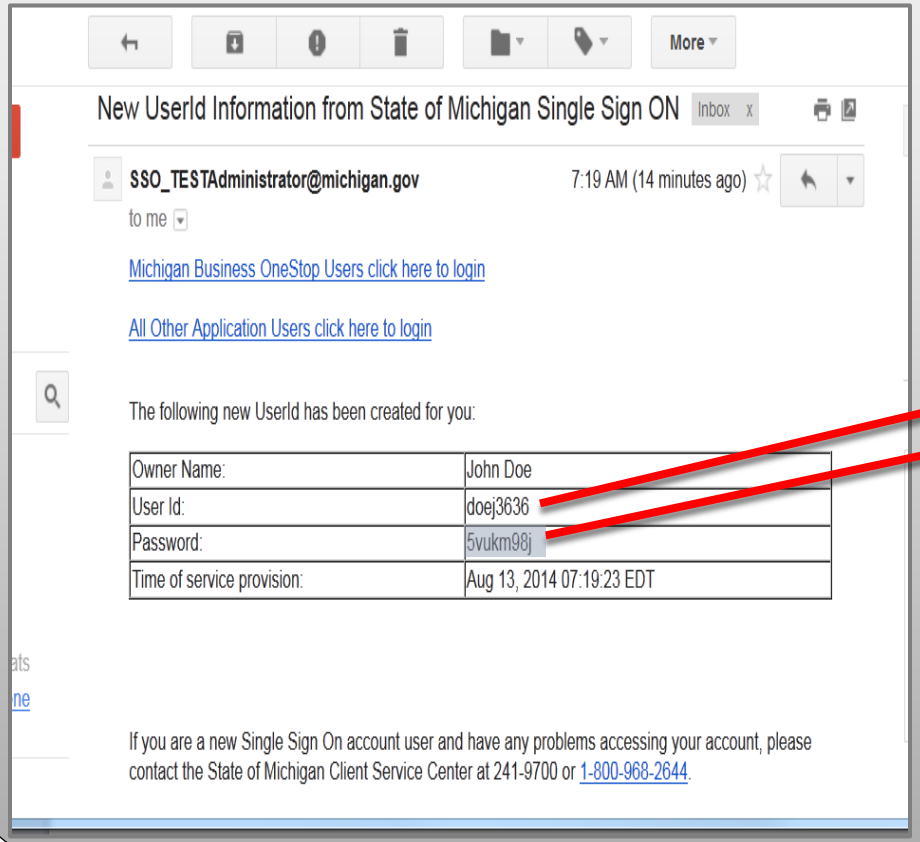
***All user accounts are created with a temporary password that can only be used once and *must* be used within the **48 hour** time frame.

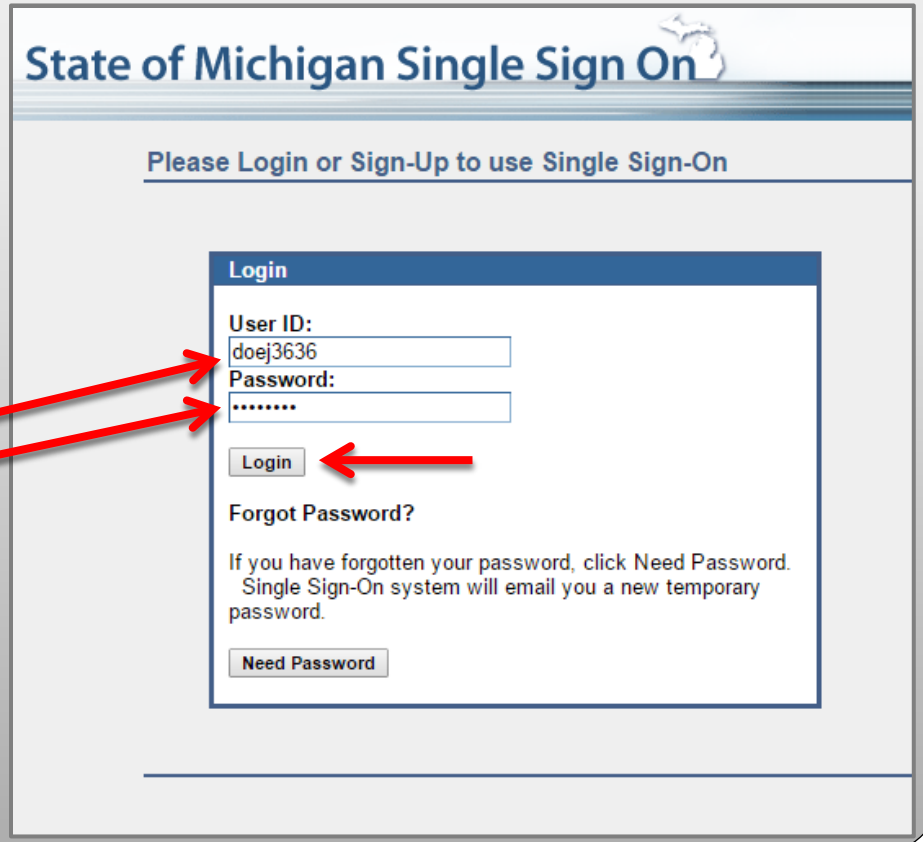
Step 9: The email includes a link back to the SSO login page to change the password.
Click the **All Other Application Users click here to login** link.

***NOTE: If the link is broken or does not direct you back to the SSO login (see next step), enter **https://sso.state.mi.us/** into the search bar of your web browser.

Step 10: Enter your User ID and temporary password in the corresponding boxes in the SSO login. Click **Login.**

***NOTE: **Highlight** your temporary password from the email, **right click** on the **highlighted** password, and select **copy** from the menu. Then **right click** the password box in SSO and select **paste** from the menu.





Step 11: Because the password is temporary, you will be informed the password has “expired” and will be prompted to change it.
Copy and paste the old password in the corresponding box.
Choose a new password and enter it in the two corresponding boxes.
Click **Change Password.**

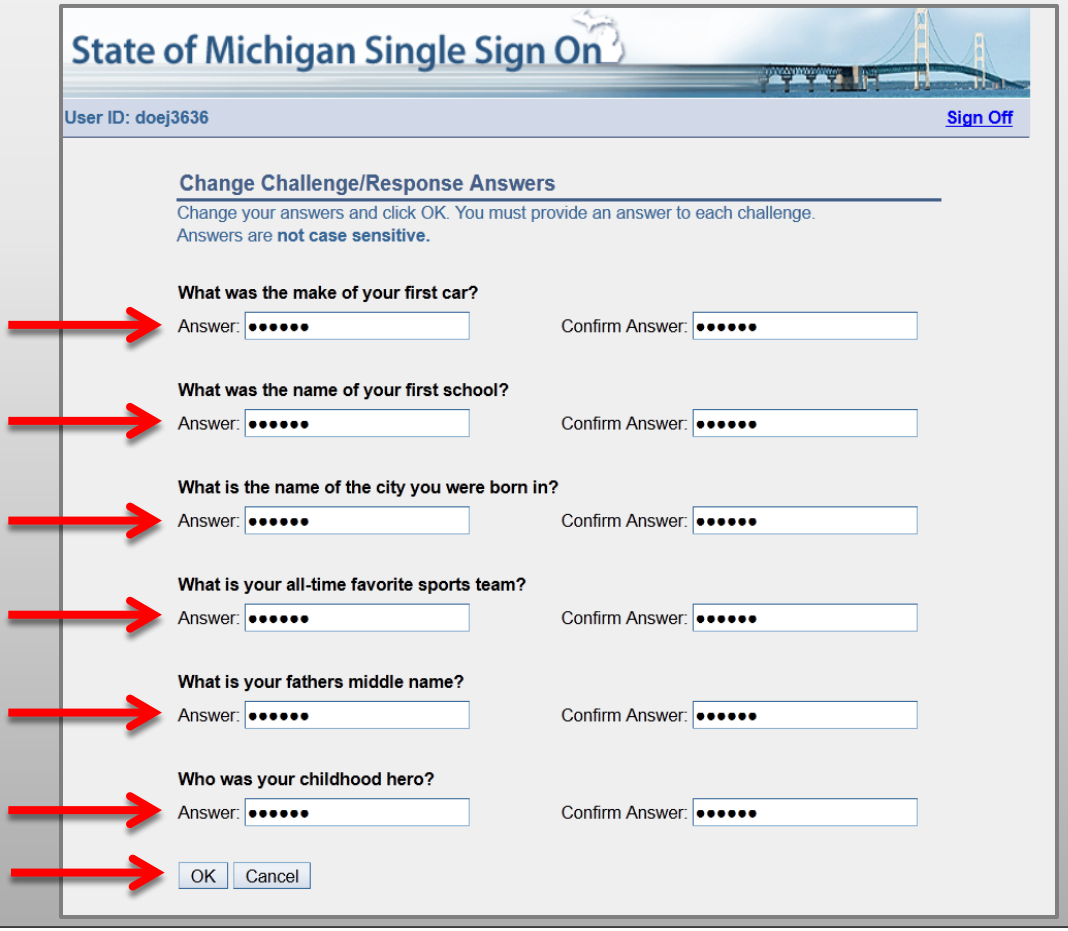
***NOTE: The password is *upper- and lower-case sensitive,* so be sure to enter it correctly both times (e.g. “PassWord111” is different than password111).

***NOTE: Passwords will only be accepted if they abide by *all* of the password rules listed on this screen (not shown here).

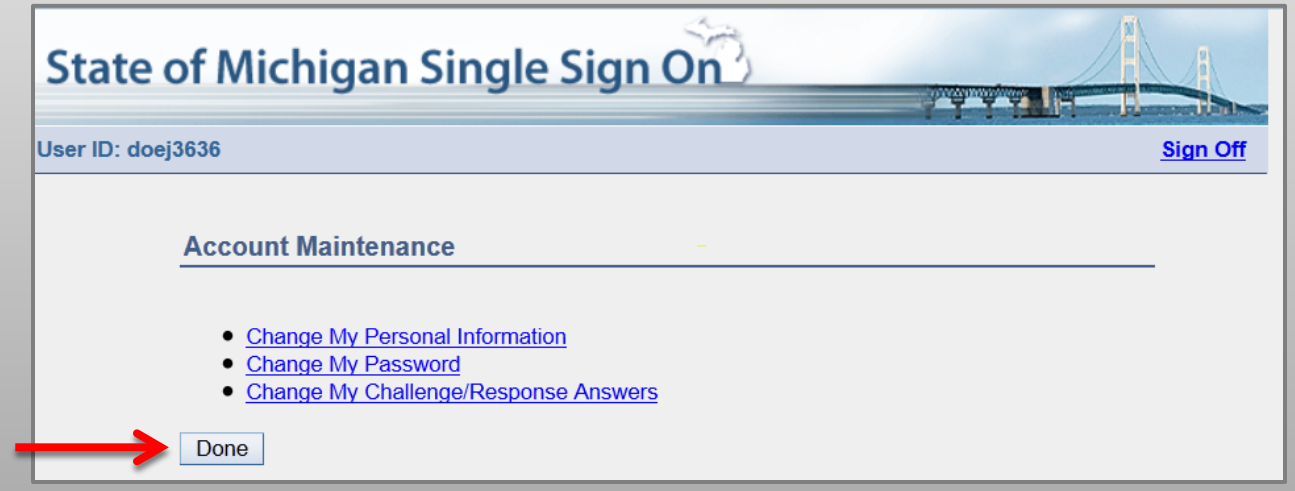
Step 12: You will be taken to a screen with six **Challenge/Response** questions. Answer all six questions and confirm your answers. Click **OK**.

This allows you to reset your password in the event you forget it in the future.

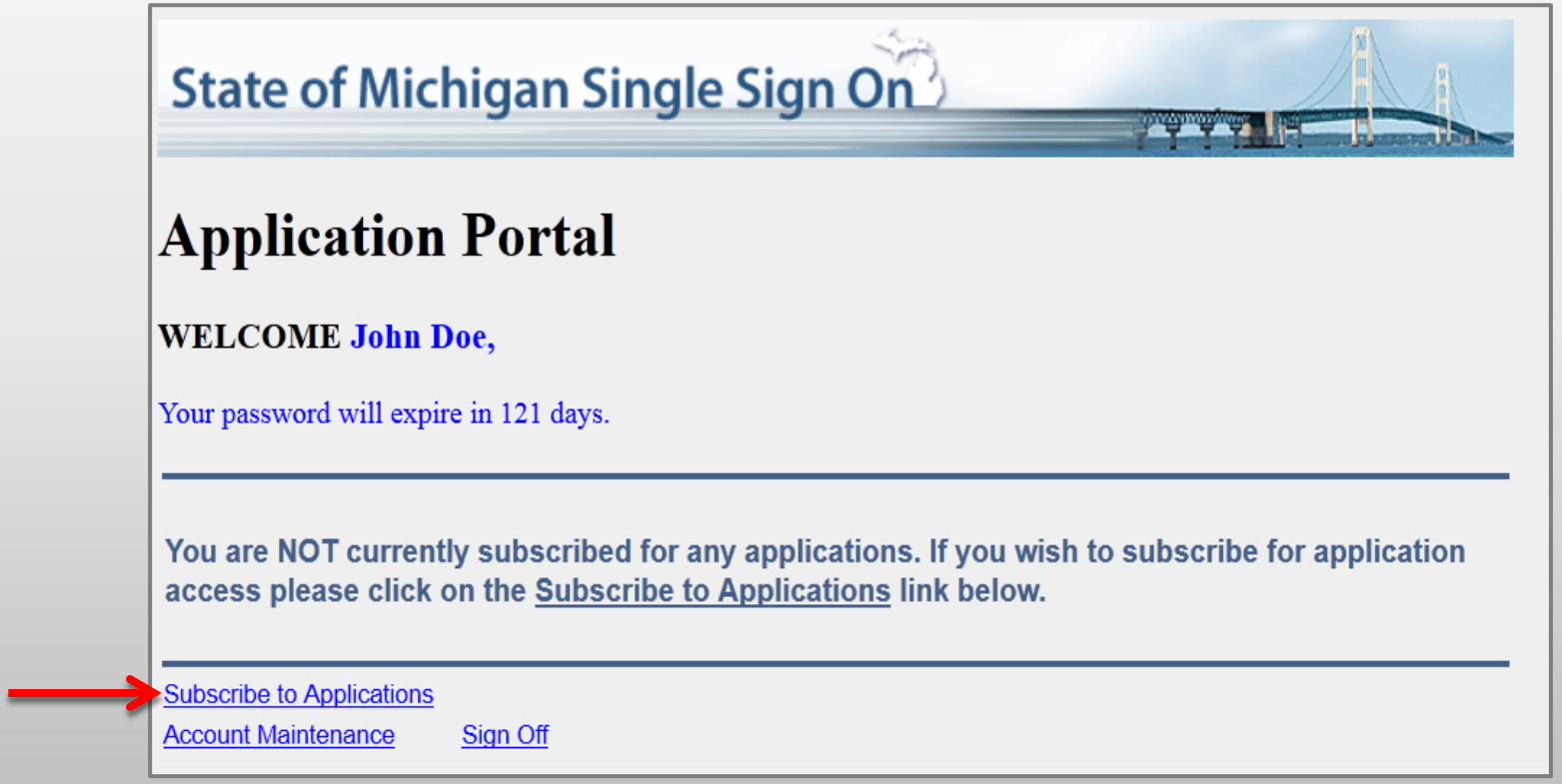
NOTE: These answers are ***not case sensitive.



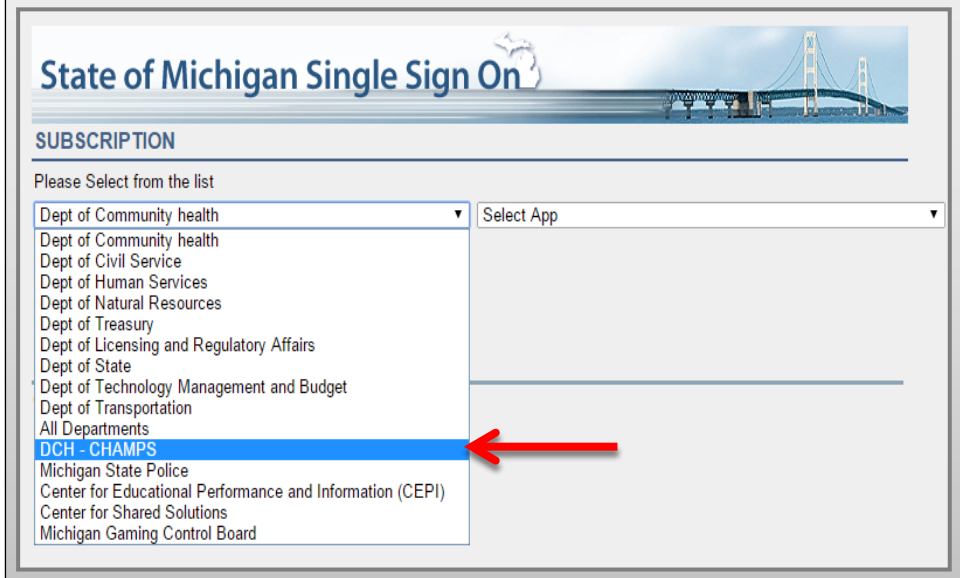
Step 13: The following screens will be displayed.
Click **OK** on the first.
Click **Done** on the second
You will be returned to the SOM-DCH Application Portal

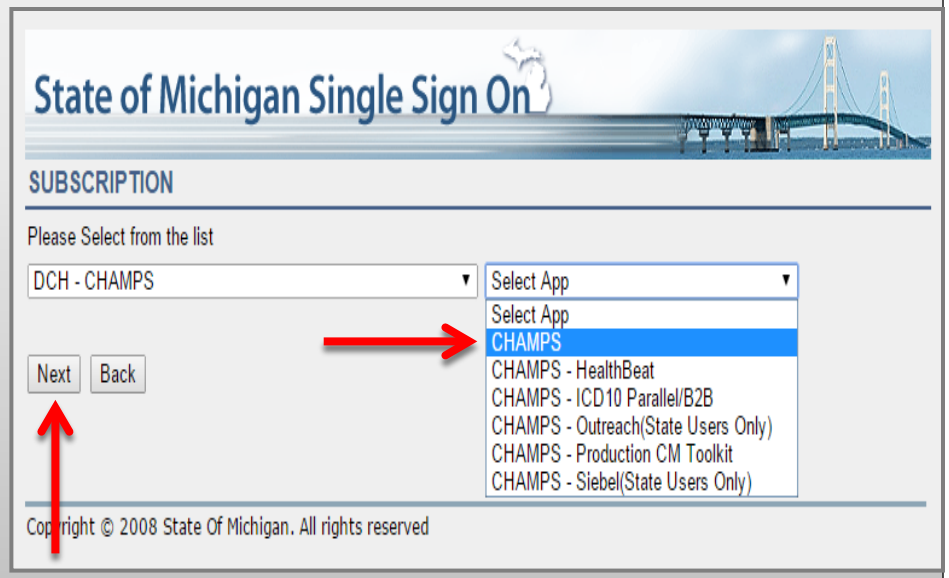


Step 14: Below is a picture of the Application Portal page.
To subscribe to CHAMPS, click on the **Subscribe to Applications** hyperlink.



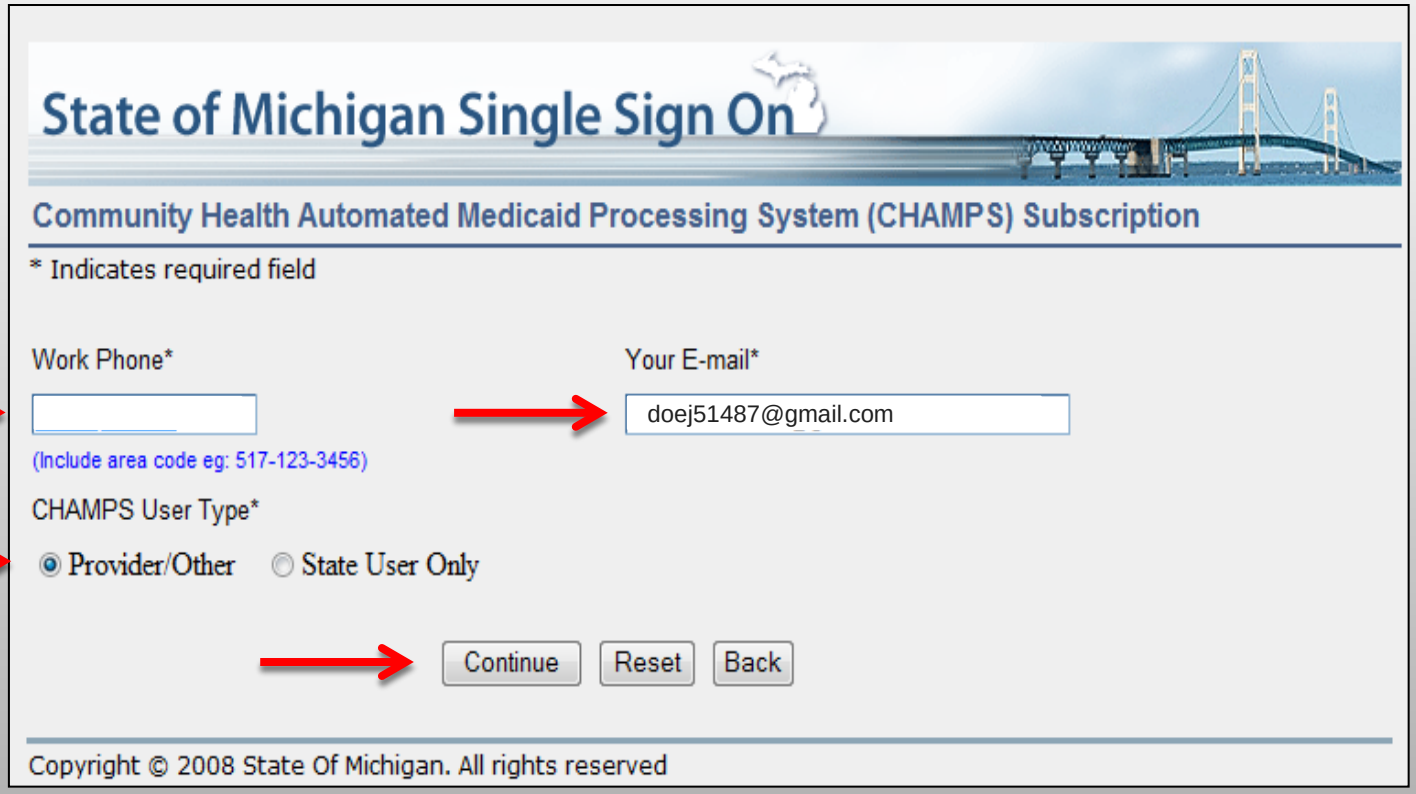
Step 15: Below is a picture of the Subscription page.
From the first drop-down menu, select **DCH-CHAMPS.**
From the second drop-down menu, select **CHAMPS.**
Click **Next.**



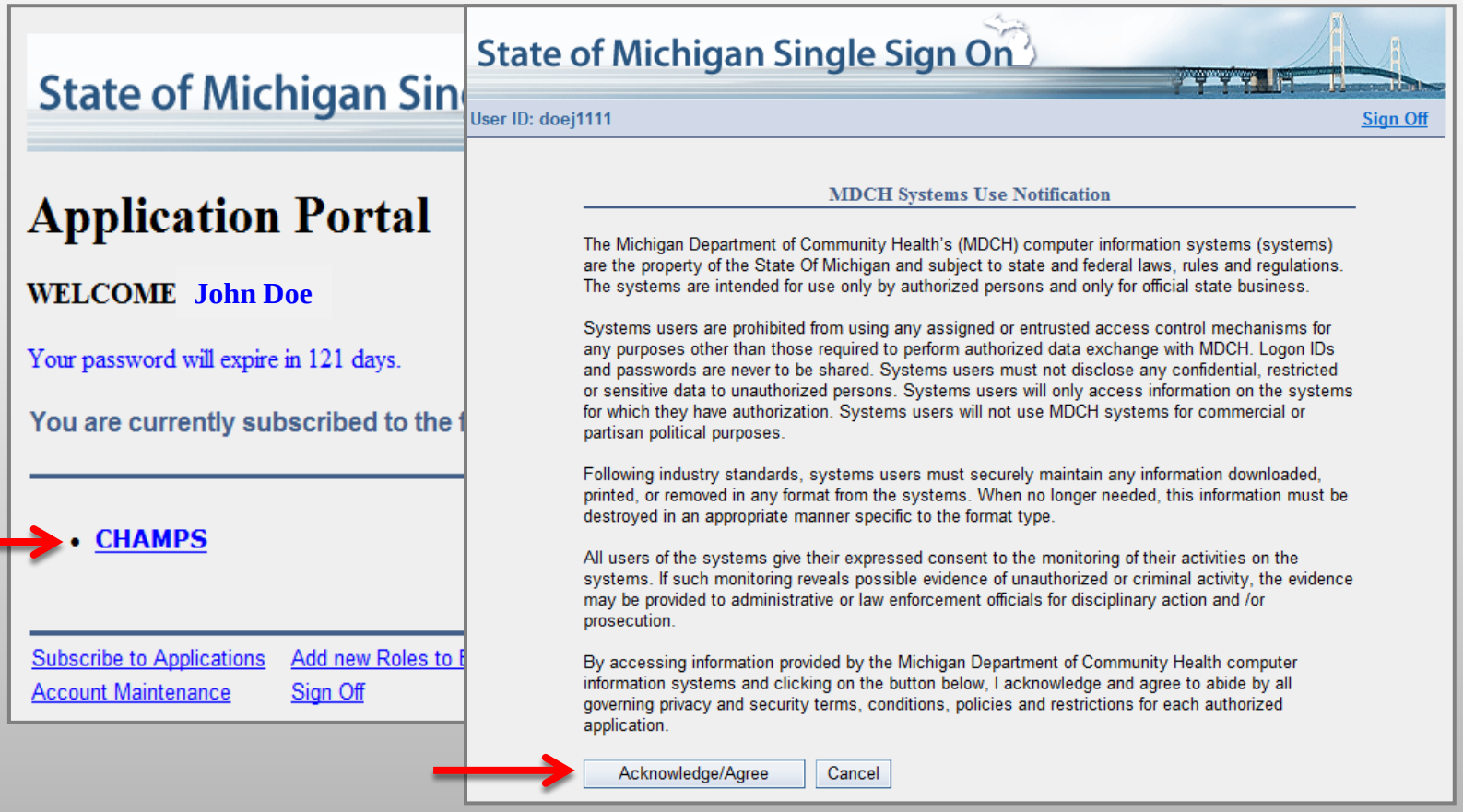


Step 16: Complete the required fields on the CHAMPS subscription page.
Choose **Provider/Other** for CHAMPS User Type.
Click **Continue**.

***NOTE: If you do not have a work phone, you can enter a number where you are most reachable (e.g. house phone, cell phone).



Step 18: Return to https://sso.state.mi.us/ and enter your User ID and password to log in again.

Below is the display of the Application Portal. You now have access to CHAMPS. Click on the **CHAMPS** hyperlink.

Read the MDCH Systems Use Notification on the next page and click **Acknowledge/Agree.**